

SS JOHN FISHER & THOMAS MORE RC HIGH SCHOOL

JOB DESCRIPTION	
NAME:	
JOB TITLE	DATA MANAGER AND EXAMINATIONS OFFICER
GRADE:	SCHOOL BUSINESS SUPPORT OFFICER 4 – GRADE 6, PTS 21 - 26
HOURS OF WORK;	35 HRS PER WEEK, TERM TIME ONLY + 2 WEEKS (INC GCSE RESULTS DOWNLOAD DAY)
RESPONSIBLE:	HEADTEACHER, BUSINESS MANAGER, ASSISTANT HEADTEACHER I/C ATTAINMENT, SYSTEMS MANAGER
JOB PURPOSE – MAIN OBJECTIVES TO BE ACHIEVED BY THE POSTHOLDER	
<p>EXAMS: TO BE RESPONSIBLE FOR THE EFFICIENT AND EFFECTIVE RUNNING OF THE ADMINISTRATION OF ALL INTERNAL AND EXTERNAL EXAMINATIONS WITHIN THE SCHOOL, INCLUDING LIAISING WITH STAFF, PUPILS, INVIGILATORS AND EXAMINATION BOARDS</p> <p>DATA: TO BE RESPONSIBLE FOR THE OVERALL MANAGEMENT OF PUPIL DATA AND ANALYSIS OF A RANGE OF DATA ACROSS THE SCHOOL</p>	
MAIN ACTIVITIES	
<p>Examinations:</p> <ul style="list-style-type: none"> • Responsible for the overall smooth running of internal and external examinations, ensuring that all related administration and preparation is undertaken. • To liaise with Curriculum Leaders regarding all aspects of examination entry. To ensure that entries are made in a timely fashion and that all pupils are entered for the necessary units to make up qualifications. • To manage the school's examination seasons, down-loading data from Exam Boards, entering pupils, providing check lists for staff, providing timetables for pupils, producing seating plans and registers for examination rooms, checking and securely storing scripts on arrival, arranging for dispatch of scripts, all associated relevant paperwork and duties. • To meet with the HLTA to discuss pupils entitled to Access Arrangements and use evidence provided by the SEN department to secure authorisation for examination adjustments and to ensure these are actioned during examinations in accordance with the Disability Discrimination Act. • To ensure that Curriculum Leaders are aware of and comply with relevant deadlines regarding pupil entries, estimated grades, changes to entries and all aspect of controlled assessment and coursework. • To manage the examination budget. • To have an overview of all aspects of Controlled Assessment, specifically despatch in order to meet deadlines. • To liaise with the Site Supervisor regarding the use of rooms. To set up exam rooms in accordance with JCQ regulations and ensure that all necessary information and materials are available for each examination. • To recruit, train and line-manage a team of invigilators and to provide information regarding days/hours worked for salary purposes. • To advise parents and staff on the eligibility of pupils for special consideration and to secure evidence and apply for special consideration as necessary. • To investigate and report to the Examination Boards instances of malpractice during examinations with support from the Head of Centre for examinations. • To produce relevant analyses comparing external examination data with internal tracking data. • To provide information, analysis and reports following the receipt of the GCSE results to the SLT on the school's attainment. To provide printed information for students on individual attainment and information to Curriculum Leaders on teaching and school achievement. • To administer enquiries about results as requested by Curriculum Leaders or the SLT, communicating with pupils and Exam Boards and securing consent for the process. To inform pupils and Curriculum Leaders of Exam Board decisions and to amend the school result statistics accordingly. • To complete the DfE checking exercise for examination results and performance tables data. • To register pupils for BTEC qualifications in line with policy. • To provide assistance with the organisation of all internal mock examinations. • To complete and distribute end of year assessments for all year groups to pastoral leaders. • To manage the Year 7 CAT tests and import data as required. • To use Year 7 CAT results to generate predicted GCSE grades • To manage Year 7 – 10 internal exams as required. 	

Data Management:

- Using 3rd party software analysis applications, maintain up to date pupil academic data on SIMS according to all internal procedures and Data Protection Act guidelines, as designated by the relevant member of SLT.
- In particular to develop, manage and maintain accurate data and effective systems for data collection in the spheres of:
 - Predictive data
 - Assessment Manager module data
 - Academic Monitoring data
 - Reporting (Profiles) processes and data and others as appropriate, including collecting and inputting data, processing data and producing and printing reports according to given deadlines
- Liaison with curriculum departments on the above systems
- Assessment and Reporting Calendar – set up (whole school)
- Manage pupil transfer assessment data in collaboration with other schools
- Liaison with other schools/bodies as needed.
- Manage the dissemination of data to support report construction and the construction of individual development plans for pupils (such as Individual Education Plans)
- Check, collate and distribute pupil reports
- Data entry to support mark books
- To work in conjunction with the Systems Manager to ensure data security at the school, in line with the Data Protection Act

Individuals in this role may also:

- Supervise other staff involved in examinations
- Undertake examination invigilation
- Manage the examinations budget and recover monies from candidates or absentees

School

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skill training and participate in personal/performance development as required
- To take care of your own and other people's health and safety
- To be aware of the confidential nature of issues

Note: In addition other duties at the same responsibility level may be interchanged with/added to this list at any time.

Agreed by:**Date:**